DDA SUBJECT FILE COPY

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18 APR 1986
DDA #0788-86

MEMORANDUM FOR: Associate Deputy Director for Operations

FROM: Richard J. Kerr
                  Deputy Director for Administration

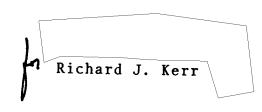SUBJECT: Restricted Handling Message Processing Procedures   25X1

1. The Office of Information Technology (OIT) Message and Data Communications Activity (MDCA), with assistance from the Communications Security Division (COMSEC), OC, has been looking at its procedures for the purpose of closing any gaps in processing Restricted Handling messages. You may be interested in the following information regarding a change to current methods of handling RH messages.   25X1

2. Although COMSEC commented very favorably on existing RH procedures, we are adopting a recommendation to have originators deliver outgoing RH messages to the MDCA Cable Duty Officer at Room 1B43, Headquarters, rather than to the MDCA mailroom near the Southwest entrance to the building. (The CDO oversees the processing of all RH traffic and is the OIT point of contact for delivering incoming RH and the comeback copies of outgoing RH traffic to customers.) All non-RH traffic will continue to be delivered to the mailroom, 1A53, Headquarters. Adoption of the new procedure will add to our control over RH processing.   25X1

25X1

Richard J. Kerr

WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

25X1

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SUBJECT: Restricted Handling Message Processing Procedures   25X1

CONCUR:

                                                                      25X1

Chief, General Operations Group, OIT   12 Apr 86
                                              Date

APPROVED:

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Director of Information Technology   18 April 86
                                              Date

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